

KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT



COVID-19 Safety Plan

COVID-19 Prevention Program

This COVID-19 Safety Plan was designed by the Kingsburg Joint Union High School District (KJUHSD), in conjunction with the Fresno County Superintendent of Schools (FCSS), to set forth standards and protocols for the safety and well-being of KJUHSD employees and any other persons accessing KJUHSD facilities and school settings. Its contents are to be implemented organization-wide and utilized in conjunction with department/program site-specific plans. This document was developed with the most current information known at the time and may be amended as guidance from Local, State and Federal agencies change.

August 2020

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COVID-19 PREVENTION PROGRAM

INTRODUCTION: PURPOSE SCOPE AND RESPONSIBILITIES

KJUHS D is committed to the creation of a safe work environment that reflects guidance from the Centers for Disease Control and Prevention (CDC) [CDC- Coronavirus Website](#), California Department of Public Health (CDHP) [COVID-19 Industry Guidance: Schools and School-Based Programs](#), and Fresno County Department of Public Health (FCDPH) [Fresno County- COVID- 19 Website](#) to mitigate the spread of COVID-19. COVID-19 has propelled the world into unprecedented times. For the first time in over 100 years, we find ourselves developing new processes with the goal of protecting staff, students, parents and members of the public. Until there is a way to rapidly test individuals entering KJUHS D buildings or a viable vaccine that will help our community achieve herd immunity, we must rely on mitigation strategies to decrease the spread of COVID-19. Together, we can contribute to the wellness of our schools and community as a whole and protect the most fragile and high-risk individuals around us.

Dr. Vohra, Interim Health Officer for Fresno County Department of Public Health, reminds us that it will be a combination of mitigation strategies that will guard us against COVID-19. Proven mitigation strategies include:

- Social distancing (staying at least six feet away from others, when practical).
- Wearing a facial covering.
- Good respiratory etiquette.
- Hand hygiene.
- Frequent cleaning and disinfecting of surfaces.

Any one of the strategies indicated above could offer some protection against COVID-19. However, in combination with each other, the strategies will offer layers of protection to the people who practice them. There will be times where one strategy may not be feasible, but using other strategies can make up for the absence of another. For example, when six feet between people cannot be maintained, we can wear facial coverings and be mindful of the amount of time we are in close proximity to better protect those involved.

The following KJUHS D COVID-19 Safety Plan is designed to set forth standards and protocols for KJUHS D employees as we return to our onsite work locations, in order to provide a safe, unified return to work plan and provide employees confidence of workplace safety. We will update this guideline to account for the necessary changes as the virus evolves. In the meanwhile, we must offer grace and civility to each other as we make our way through the new learning environment.

All supervisors are responsible to implement and enforce all aspects of this document. In addition, all employees are expected to adhere to the standards and protocols contained in this document.

PROTECTION GUIDELINES

PURPOSE: To identify the employer and employee responsibilities as KJUHSD facilities reopen for staff and students.

EMPLOYER RESPONSIBILITIES

The following Protection Guidelines are KJUHSD responsibilities that will be in place until further notice:

- Implement daily self-monitoring health screening processes for staff and students.
- Provide PPE and cleaning/sanitizing supplies for KJUHSD employees.
- Post additional signage throughout KJUHSD buildings and worksites to raise awareness regarding health and safety protocols (See Building Access and Building Common Area Usage Protocols).
- Ensure routine cleaning of frequently touched surfaces (See Disinfecting Protocol).
- Limit the size of gatherings to ensure alignment with Fresno County Department of Public Health guidance.
- Consider flexible/rotating work schedules for KJUHSD employees, when possible.
- Implement measures encouraging physical distancing of a minimum of six feet between individuals, when practical; when physical distancing cannot be maintained, implement procedures to protect employees and students.

EMPLOYEE RESPONSIBILITIES

The following Protection Guidelines are minimum standards and employee responsibilities that will be in place until further notice:

- Extend grace and civilities to all those you interact with while in the workplace.
- Self-certify your health daily (See Health Screening Self-Certification Protocol).
- Wear face covering in accordance with the Face Covering Protocol.
- Maintain a minimum of six feet of physical distance in accordance with the Social Distancing Protocol.
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing; if soap and water are not available, use an alcohol-based (60% or higher) hand sanitizer.
- Avoid touching eyes, nose and mouth with unwashed hands.
- If you are ill, stay home, except to get medical care, utilize your leave entitlements and return to work when symptom-free.
- Cover your cough with a tissue or cough into your sleeve; throw tissue in the trash after use.
- Maintain a clutter-free work surface and workstation for efficient and regular cleaning/disinfecting.
- Avoid large gatherings during assigned breaks and lunch times as much as possible.
- Do not share washable dishes/utensils in the break room, bring your own or use paper/plastic.
- Minimize close contact.

TRAINING PROVIDED BY DISTRICT REGARDING COVID-19

Through the District Keenan SafeSchools online training platform, Kingsburg Joint Union High School District is providing standardized and custom training modules on the following COVID-19 topics and procedures:

- Safe Guidelines During Covid – Cleaning Disinfecting
- IPM For Teachers & Office Staff
- Maintenance Crew Cleaning Disinfecting During Covid-19
- Personal Protective Equipment (PPE)
- Coronavirus Awareness
- Coronavirus: Managing Stress and Anxiety
- Coronavirus: Cleaning & Disinfecting Your Workplace
- Cal/OHSA Covid-19 Training for California Workers (<http://trainingacademy.dir.ca.gov>)

Training and procedures are also provide to employees through the following documents distributed via email, posted to district website or presented at staff meetings:

- KJUHSD COVID-19 Safety Plan
- Return to School Health & Safety Plan
- Information Regarding COVID-19 related benefits and leaves
- Staff Letters (Upon Exposure) “Notification of Potential Workplace Exposure to Covid-19” and “Notification of Potential Workplace Exposure to Covid-19 Outbreak” from AB 685 & CAL/OSHA Emergency Temporary Standards.
- Student Exposure, Symptom and Positive Letter outlining COVID-19 Procedures.
- Transportation Expectation Guidelines

BUILDING ACCESS AND PROTOCOL: EMPLOYEES AND VISITORS

PURPOSE: To inform KJUHSD employees of the standards when entering KJUHSD schools or department offices to ensure the health and safety of employees and visitors.

BUILDING PREPARATION

- Signs will be posted at main entrance doors with health and safety reminders.
- Six-foot distance markers will be placed at main entrances and other areas where lines may form in KJUHSD buildings, as appropriate.
- Physical barriers will be used when appropriate.
- Hand sanitizer will be available at main entrances and other locations as appropriate, for KJUHSD school sites and department offices.

PROTOCOL FOR ENTERING A KJUHSD BUILDING

All visitors will need to knock on the attendance window for Kingsburg High School (KHS) or office door for Kingsburg Alternative Education Center (KAEC) and District Office before entering the main building entrance. (KHS Office, KAEC Office, District Office, Maintenance Building). Visitors will have to self-certify their health before being allowed to enter.

VISITORS

- Departments and offices are highly encouraged to schedule appointments in advance for all visitors; walk-in visitors will be seen at the discretion of the department or site.

- All visitors will be expected to self-certify their health status before entering a KJUHSD building or school site by answering the health questions listed on posted signs at main entrances. Staff will verify that self-certification questions were all no.
- The staff member is required to contact a department or classroom staff member prior to sending a visitor to their destination.
- When department staff member or teacher greets their visitor at the main entrance, they are expected to ask the same health screening questions as listed on posted signs prior to escorting visitor to their destination.
- If department or teacher does not answer receptionist call, the visitor will be provided with the contact information to schedule or reschedule their appointment.

BUILDING COMMON AREAS USAGE PROTOCOL

PURPOSE: To provide guidance for staff on protocols for usage of common areas.

Common area definition: Common areas include all areas of a building accessed by the public or staff members for shared purposes, including lobbies and waiting areas, meeting rooms, hallways, restrooms and break rooms.

Common areas are unique areas that will require modifications, both physically and procedurally, to minimize potential exposure. Disinfection of all common areas has been intensified in accordance with the Disinfecting Protocol. Because these areas may be accessed by others at any time and maintaining six feet of distance may not always be possible, face coverings shall be worn in all common areas except when eating.

LOBBIES AND WAITING AREAS

Excess furniture will be removed or identified as not for use. Remaining furniture will be spread out to meet social distancing guidelines. Physical barriers will be put in place as appropriate at reception desks. Signage will be posted regarding self-certified health screenings, hand hygiene and social distancing.

MEETING ROOMS

The capacity of meeting rooms is reduced to accommodate social distancing.

HALLWAYS

Because hallways may not be wide enough to allow passing while maintaining six feet of distance, face coverings shall be worn. Do not linger in hallways or engage in conversations as this will make the area more congested.

RESTROOMS

Restrooms are to be stocked at all times with sufficient supplies, particularly hand soap. Adjacent urinals and sinks may be taken out of service to maintain social distancing. If a multiple person restroom is already occupied, consider using a different restroom or waiting if social distancing cannot be maintained.

BREAK ROOMS

Staff is encouraged to eat their meals in their office/room or outdoors at a safe social distance. Break room seating capacity is reduced to maintain social distancing. Facial coverings may be removed while eating. Shared items should be taken out of service. Shared items include, but are not limited to, condiments, seasonings and toasters, Coffee stations, water dispensers, microwaves and refrigerators may be available for staff use. Staff is strongly encouraged to use proper sanitizing procedures before and after using any shared appliances. Signage encouraging proper hygiene and social distancing will be placed in break rooms.

WORKROOMS

Staff is strongly encouraged to use proper sanitizing procedures before and after using shared office equipment, including but not limited to copy machines, laminating machines, paper cutters, etc.

HEALTH SCREENING SELF-CERTIFICATION PROTOCOL

PURPOSE: KJUHSD has implemented a health screening process on a daily basis for all employees, students and visitors prior to entering KJUHSD office and school settings as a preventive measure to mitigate the spread COVID-19.

EMPLOYEE HEALTH SCREENING

All KJUHSD employees who report to work (in-person) are required to "self-certify" their health by answering the questions below prior to entering their assigned work location (These questions may change as we receive guidance from the county public health):

- Are you feverish?
- Do you have chills?
- Do you have a new or worsening cough?
- Do you have shortness of breath?
- To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time.)

If employee answers "no" to the questions above, they can report to work. KJUHSD employees will be expected to adhere to the following precautions:

- Wash hands with soap and water or alcohol-based sanitizer before starting work and frequently throughout the day.
- Practice social distancing, sit and/or stand at least six feet from other people.
- Do not share food or drinks.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Sanitize work area before leaving each day.
- Practice good respiratory etiquette (cover cough and sneezes with a tissue or into sleeve).
- Contact immediate supervisor and leave work immediately if employee starts to feel feverish or have respiratory symptoms.

If employee has subjective or documented fever AND any of the respiratory symptoms:

- Stay home and contact immediate supervisor for further instructions.
- Supervisors will utilize and consistently apply the COVID-19 Health Screening Decision Tree for Supervisors to determine whether the employee should stay home or report to work.

If employee has respiratory symptoms but NO subjective or documented temperature:

- If symptoms secondary to underlying disease (such as allergies or asthma) and not worsened compared to baseline, then employee can continue to work and follow precautions as stated above.
- If symptoms are new, stay home and contact immediate supervisor for further instructions.

STUDENT SCREENING

Parents of KJUHS D students will be educated on the questions they should consider regarding their child's health before their child reports to school.

Passive Screening: Instruct parents to screen their child's health before they send their child to school. Observe the symptoms outlined by public health officials and ask yourself the following questions. (These questions may change as we receive guidance from the county public health.):

- Are you feverish?
 - Do you have chills?
 - Do you have a new or worsening cough?
 - Do you have shortness of breath?
 - To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time.)
- If the parent answers "no" to all questions, they can allow their child to come to school.
 - If the parent answers "yes" to any of the questions, they will need to stay home and consult with their doctor.

All students who report to campus are required to "self-certify" their health by answering the questions below before school or during the first period. (These questions and protocol may change as we receive guidance from the county public health.):

- Are you feverish?
 - Do you have chills?
 - Do you have a new or worsening cough?
 - Do you have shortness of breath?
 - To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time.)
- If student answers "no" to all questions and appears well, student will be allowed to proceed onto campus.
 - If the student answers "yes" to any question, the student should be sent to the office and told to keep mask on.

VISITORS SCREENING

Passive Screening: Any visitor coming on campus will need to certify their health before coming to a KJUHS D building or school site. They will complete a survey on a computer. (These questions and protocol may change as we receive guidance from the county public health.):

- Questions that visitors are expected to answer regarding their own health:
 - Are you feverish?
 - Do you have chills?
 - Do you have a new or worsening cough?
 - Do you have shortness of breath?
 - To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time.)
- Staff member will review answers.
 - If the visitor answers "no" to all questions, they may enter the KJUHS D office/school setting.
 - If the visitor answers "yes" to any of the questions, they will be asked to not come to campus or leave campus immediately.

FACE COVERING PROTOCOL

PURPOSE:

Face coverings must be used in accordance with CDPH- Guidance for the Use of Face Coverings guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- Teach and reinforce use of face coverings, or in limited instances, face shields.
- Students and staff should be frequently reminded not to touch the face coverings and to wash their hands frequently.
- Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- Policy on how people who are exempted from wearing a face covering be addressed.

What is a cloth face covering?

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

When should I wear a cloth face covering?

You should wear face coverings when in public places, particularly when those locations are indoors or in other areas where physical distancing is not possible.

How should I care for a cloth face covering?

It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and

dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face.

- Discard cloth face coverings that:
- No longer cover the nose and mouth.
- Have stretched out or damaged ties or straps.
- Cannot stay on the face.
- Have holes or tears in the fabric.

KJUHS D EMPLOYEES

All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection, (CCR Title 8, section 3380; 3205(c)(E).

- Inside of, or in line to enter, any indoor public space;
- Driving, operating or passenger in any school vehicle or bus. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.
- Engaged in work, whether at the workplace or performing work off-site, when:
 - Interacting in-person with any member of the public
 - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time.
 - Working in any space where food is prepared or packaged for sale or distribution to others; Workers or other persons handling or serving food must use gloves in addition to face coverings.
 - Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities.
 - In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.

In limited situations where face coverings cannot be used for pedagogical or development reasons, (i.e. communicating or assisting those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.

KJUHS D STUDENTS

All students in high school must use face coverings in accordance with California Department of Public Health guidelines.

In order to comply with his guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one at school. A student who inadvertently fails to bring a face covering to school or for bus transportation, one will be provided.

- Face coverings must meet dress code.

KJUHS D VISITORS

Visitors must wear a face covering when entering and moving about KJUHS D facilities. When a visitor reaches their destination, they may remove their face covering when a minimum of six feet can be maintained. However, visitors may be expected to keep face coverings on at all times in certain situations.

FACE COVERING EXEMPTIONS

The following individuals are exempt from wearing a face covering:

- Persons who are working in an office or in a room alone.
- Persons who are actively eating or drinking provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are outdoors and maintaining at least 6 feet of social distancing from others not in their household. Such persons must have a face covering with them at all times and must put it on if they are within 6 feet of others who are not in their household.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- Workers who are required to wear respiratory protection.
- Persons who are specifically exempted from wearing face coverings by other CDPH guidance.

HAND SANITIZING

In order to implement effective hand sanitizing procedures, the District has:

- Provided automatic soap dispensers and paper towel dispensers in all restrooms
- Encouraged handwashing of 20 seconds or more and as frequently as needed to mitigate exposure
- Provided hand sanitizer to all classrooms
- Installed stand-alone dispensers at all entrances to public buildings
- Ensured that all hand sanitizer supplied at district does not contain methanol.

SOCIAL DISTANCING PROTOCOL

PURPOSE: To provide guidance to staff on best practices for social distancing.

The most important mitigation strategy in the fight against COVID-19 is social distancing. The document provides best practices for both the school and office setting. Following these strategies will help assure that office, classrooms, and common areas meet the Center for Disease Control and Prevention (CDC) guidelines for social distancing. If social distancing is not feasible, individuals will need to wear masks until social distancing can be achieved.

DEFINITIONS

Social Distancing: According to the CDC, social distancing, also called physical distancing, means keeping space between yourself and other people outside of your home by:

- Staying at least six feet (about two arm's length) from other people.
- Not gathering in groups.
- Staying out of crowded places and avoiding mass gatherings.

Close Contact: Refers to a person who may have been exposed to someone who tested positive for COVID-19. A close contact should be asked to self-quarantine for 10 days at home. According to the Fresno County Department of Public Health, to be considered a close contact, a person needs to be within six feet of a COVID-19 positive person, unmasked, for 15 minutes (cumulative per day) or more. A contact tracer, clinic or hospital staff, or the Fresno County Department of Public Health will contact someone considered a close contact once that determination has been made.

DISINFECTING PROTOCOL

PURPOSE: To provide information on intensified disinfecting efforts during the COVID-19 pandemic.

In both school and office settings serviced by a custodian, high-touch surfaces in common areas will be disinfected daily. In the office setting, staff may utilize disinfecting supplies that will be provided at stations around offices to disinfect computers, monitors, mouse and keyboards and personal workspaces. In the school setting, staff will be provided disinfecting supplies as appropriate.

Only approved Environmental Product Agency (EPA) products will be used to disinfect. The list of EPA-approved products can be found at [Disinfectants for Use Against COVID-19](#).

All product label instructions shall be followed by anyone using a disinfecting product, paying attention to appropriate Personal Protective Equipment (PPE) and required product dwell time to effectively disinfect.

KJUHS D SCHOOL SITES

KJUHS D custodians will disinfect high-touch surfaces in all common areas, including door handles, light switches, reception area and restrooms, daily. Classrooms, including student desks, student chairs, trash cans, in-classroom restrooms and all hard surface flooring will be disinfected one time per day.

Items such as student manipulatives, toys, equipment, teacher/paraprofessional desks and chairs or items not listed above are the responsibility of the teacher/paraprofessional to clean or disinfect.

Disinfecting supplies are available to staff in designated areas or by contacting the site custodian.

All classrooms and bathrooms are fogged with a probiotic spray one time daily.

DISINFECTING CLEANING A BUS PROTOCOL

ESSENTIAL GUIDANCE TO FOLLOW:

- Use Environmental Protection Agency (EPA) registered disinfectants to kill germs. The EPA has published a list of disinfectants for use against COVID-19. If you cannot find a product on this list look at different product's labels to confirm it has an EPA registration number and that human coronavirus is listed as a target pathogen.
- Read and follow the label directions carefully as there may be separate procedures for use as a cleaner or as a disinfectant.
- Disinfection usually requires the product to dwell or remain on the surface for a certain period of time (e.g. let it stand for three to five minutes). Make sure the surface remains wet during the dwell time to properly disinfect and kill germs. Read and follow the label directions!
- All non-porous, hard surfaces should be disinfected with EPA approved products known to kill the COVID-19 virus.
- Clean high-contact surfaces first and most frequently. Particular attention should be given to buttons, handholds, pull cords, rails, steering wheels, door handles, shift knobs, dashboard controls and stanchions.
- Consider requesting disinfecting wipes for quick disinfecting between cleanings and rides.
- Consider requesting placement of hand sanitizer dispensers in buses as another way for riders and drivers to clean their hands when they are not able to access soap and water.

ROUTINE PROCEDURES FOR CLEANING AND DISINFECTING A BUS:

Buses will thoroughly be cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

- Daily sanitizing of surfaces and frequently touched items.
- If surfaces and/or objects are visibly soiled immediately clean and use standard precautions for contact with potentially infectious bodily fluids.
- Remove trash.
- Wipe heat and air conditioning vents.
- Dust and wet mop vehicle floors.
- Clean windows.
- Clean and either sweep or vacuum the vehicle interior after each morning and evening route or at least once each day.

WORKER PROTECTIONS:

- Ventilation while cleaning and disinfecting busses is critical. Keep doors and windows open to maximize air flow.
- If new products are introduced, workers should be given training on these new chemicals and their proper use, access to the SDS of the new product and the Personal Protective Equipment (PPE) needed for its safe use.
- Anyone using cleaners and disinfectants must be trained to read and understand all instruction labels and understand the safe and appropriate use. This might require that instructional materials and training be provided in other languages. Close attention should be paid to hazard warnings and directions on product labels.
- The appropriate Personal Protective Equipment (PPE) as specified by the product SDS must be provided and worn while cleaning and disinfecting. Be sure to wash hands thoroughly after each work session.
- You should always consult Chemical Labels and Safety Data Sheets (SDS) for guidance on the proper application of product use, including dilution requirements and dwell time, or the time that disinfectants need to remain on the surface in order to be effective at killing the virus.

PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES

PURPOSE: To provide guidance to staff on what PPE may be applicable to their job duties in response to COVID-19.

FACE MASKS

Who should use: All staff in accordance with public health guidance.

When to use: When required by state or local health order.

MEDICAL-GRADE GLOVES

Who should use: Custodians, maintenance personnel, teachers, paraprofessionals, school nurses, health aides, and anyone using disinfecting products that require skin protection.

When to use: When using cleaning products that require skin protection, when a person may come into contact with bodily fluid or other contaminants.

FACE SHIELDS/EYE PROTECTION

Who should use: Custodians/bus drivers, teachers, paraprofessionals, school nurses, health aides or anyone trained to do specialized healthcare procedures.

When to use: When splash protection is required.

NOTE: The face shield guidance on this PPE protocol is for specific medical procedures and tasks that require splash protection.

COVID-19 MITIGATION PLAN

TESTING

COVID-19 EXPOSURE

Chief Business Official should be notified to begin the testing process. The District offers COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the resources on benefits.

COVID-19 OUTBREAK

The District will provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 10 day period(s). COVID-19 testing shall be provided at no cost to employees during employees' working hours.

COVID-19 testing shall consist of the following:

- All employees in the exposed workplace shall be tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, the District will provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department.
- District will provide additional testing when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with Department of Industrial Relations..

Exclusion of COVID-19 cases: The District will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our COVID-19 Safety Plan and local health officer orders if applicable.

Investigation of workplace COVID-19 illness: The District will immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak in accordance with our COVID-19 Safety Plan.

COVID-19 Investigation, review and hazard correction: In addition to the requirements of our COVID-19 Safety Plan the District will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:

- Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.

- The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- The District will implement changes to reduce the transmission of COVID-19 based on the investigation and review required by our COVID-19 Safety Plan. The District will consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.

EMPLOYEE AND STUDENT COVID-19 EXPOSURE RESPONSE PLAN

PURPOSE: KJUHSD recognizes the importance of responding quickly and appropriately to possible or confirmed COVID-19 exposure to an KJUHSD employee or student. Therefore, the KJUHSD has created, in conjunction with the Fresno County Department of Public Health, flow charts to ensure employees know and understand who to notify and what will occur in response. The flow charts were created to protect confidential health information, including the identity of affected individuals.

NOTICE: District will give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:

- All employees who may have had COVID-19 exposure and their authorized representatives.
- Independent contractors and other employers present at the workplace during the high-risk exposure period.

COVID-19 POSITIVE RESPONSE PROCESS FOR KJUHSD EMPLOYEES

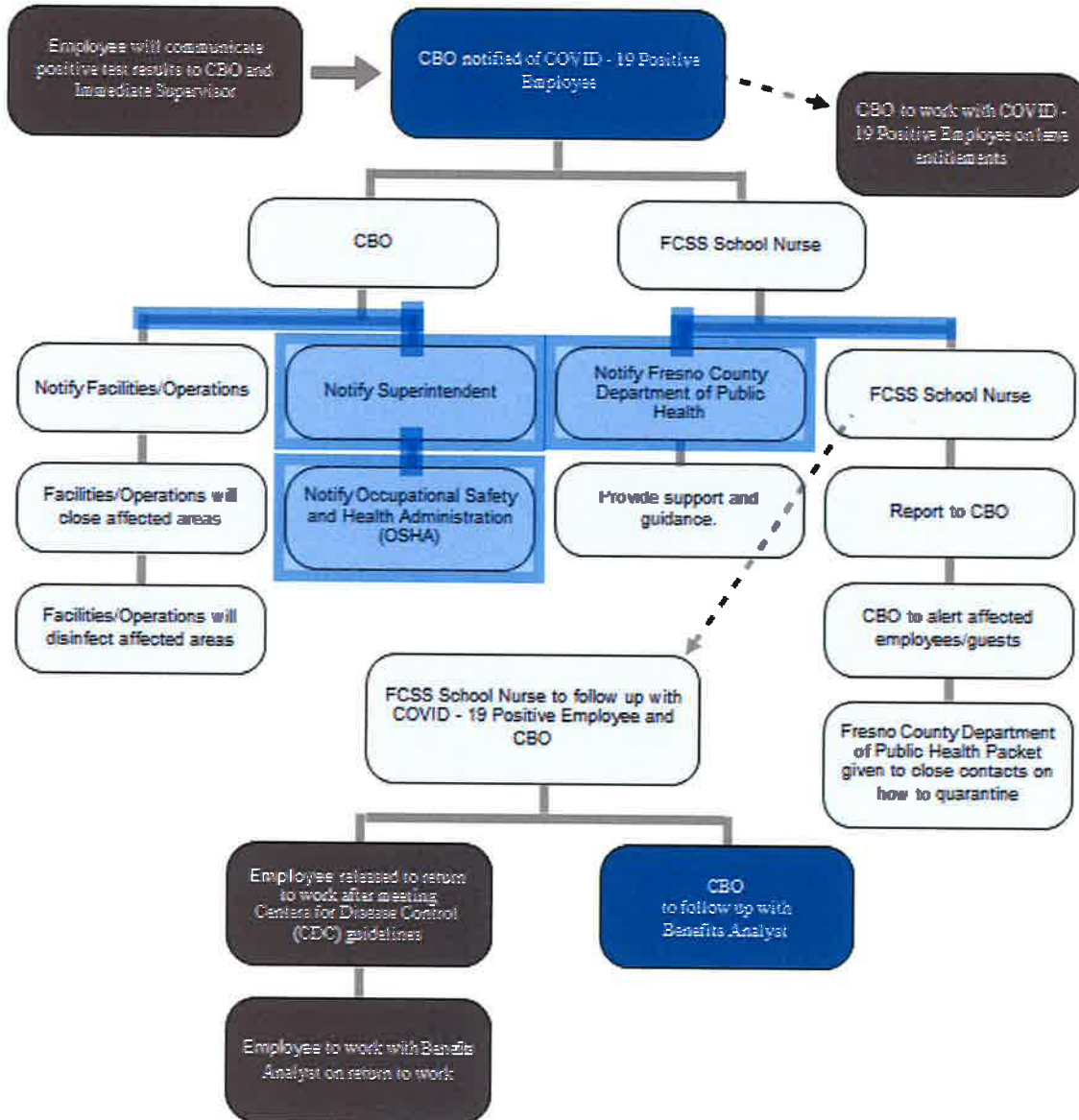
Steps when positive response occurs:

- Employee notify Supervisor and Chief Business Official (CBO)
- CBO to work with employee regarding leave entitlements
- CBO will notify Superintendent, FCSS School Nurse, OSHA
- CBO will notify Head Maintenance and Operations to close off and disinfect affected area
- FCSS School Nurse will contact employee and Fresno County Department of Public Health
- FCSS School Nurse is the Contact Tracer for KJUHSD and will follow up with employee
- Employee released to return to work after meeting CDPH guidelines
- Employee notifies CBO and submits note to return to work

Refer to COVID-19 Positive Response Process for KJUHSD Employees Flow Chart and the following page.

IMPORTANT TO NOTE: Aside from the specified contacts noted above, the Superintendent and KJUHSD employees should not identify any such employee by name in the workplace to ensure compliance with privacy laws. KJUHSD may notify affected employees in a way that does not reveal personal health-related information of an employee. Employees can report symptoms and hazards regarding COVID-19 without fear of reprisal (KJUHSD Policy 0470: Covid-19 Mitigation Plan).

COVID-19 POSITIVE RESPONSE PROCESS FOR KJUHSD EMPLOYEE FLOW CHART



Important Note: Aside from the specified contacts noted above on this flow chart, the Superintendent and KJUHSD employees should not identify any such employee by name in the workplace to ensure compliance with privacy laws. KJUHSD may notify affected employees in a way that does not reveal personal health-related information of an employee.

COVID-19 SCREENING OF KJUHS D STUDENTS

Student with COVID-19 symptoms sent to health office wearing face mask. School nurse to provide mask if student is not wearing one.

School Nurse Assessment:

Verbal- When did the symptoms start? Any exposure to someone ill? What are your signs and symptoms?

Visual- Flushed cheeks, difficulty breathing, fatigue, extreme fussiness/agitation, coughing.

Physical Exam-Temperature: >100 degrees F.

Visual Verbal Physical Concerns Identified:

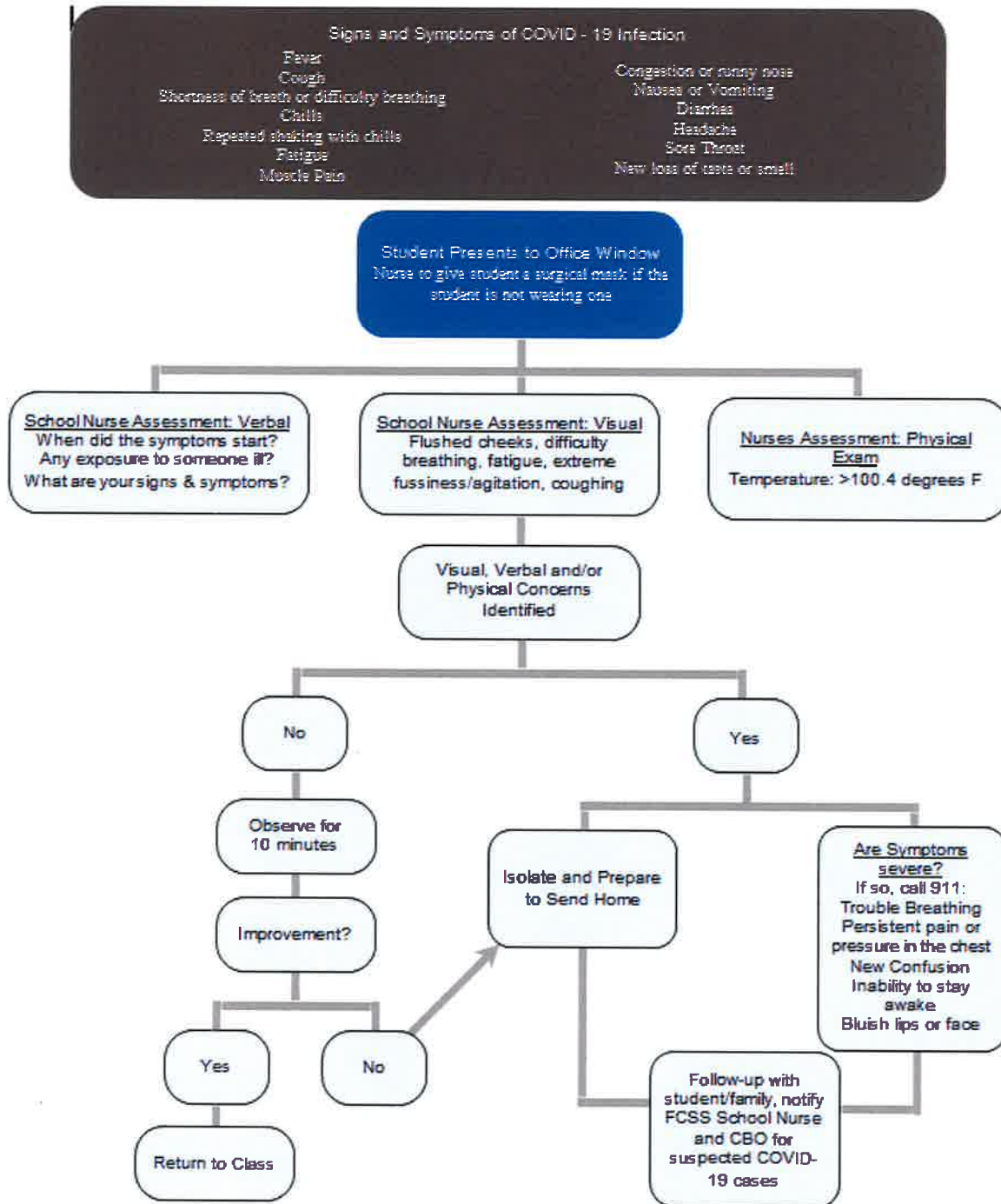
No: Observe for 10 minutes, if improvement, return to class. If no improvement, isolate and prepare to send home.

Yes: Isolate and prepare to send home. If symptoms are severe, call 9-1-1: Trouble breathing, persistent pain or pressure in the chest, new confusion, inability to stay awake, bluish lips or face.

School nurse to contact FCSS. School nurse for follow-up with student/family.

Refer to the following COVID-19 Screening Flow Chart KJUHS D Students on the following page.

COVID-19 SCREENING FLOW CHART KJUHSD STUDENTS



RETURN TO WORK AFTER ILLNESS PROTOCOL

PURPOSE: To provide guidance on when to allow an employee to return back to work after showing signs of a fever and respiratory illness.

To assure that employees and students are free from fever and respiratory illness or completely recovered from COVID-19 confirmed illness before returning to work. Case management of ill staff assures staff only return to work when safe to do so.

CRITERIA FOR RETURN TO WORK AFTER CONFIRMED POSITIVE COVID-19 TEST

Per the Fresno County Department of Public Health, staff may return to work after a positive COVID-19 test, as soon as the following criteria are met. (These criteria may change with guidance from county public health):

- If tested for COVID-19 and were positive, they can return to work if:
 - They have no fever for three days without the aid of medications and show improvement in respiratory symptoms, and;
 - It has been 10 days since onset of symptoms.
- For individuals who NEVER had any symptoms, but tested POSITIVE, they can return to work after 10 days have passed since the date of their first positive COVID-19 diagnostic test.
- If individual had an exposure, but never had any symptoms and were told to self-- isolate, they can return to work after 10 days of self-isolation are over.
- For all other scenarios refer to the Appendix page 24 Responding to COVID-19 in the Workplace

ROLE OF FCSS SCHOOL NURSE/CONTACT TRACER

- Once alerted to a fever or respiratory illness in an employee, the FCSS School nurse/contact tracer should communicate with the employee to obtain information about onset of symptoms, specific symptoms and any other pertinent information regarding the illness.
- The FCSS school nurse should call staff daily to check on symptoms and to offer support to the ill employee.
- Once ill employee meets criteria listed above, the FCSS school nurse will clear the staff member to return to work.

RECORDS AND CONFIDENTIALITY

Confidentiality of Personal Identifying Information

All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer shall be provided in a manner that ensures the confidentiality of employees.

Confidentiality of Employee Medical Records

All Employees medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

FREQUENTLY ASKED QUESTIONS

1. If I test positive for COVID-19, what do I do?

Notify immediate supervisor and Chief Business Official (CBO) immediately as outlined on the COVID-19 Positive Response Process for KJUHS D Employees Flow Chart contained in this Guideline. By following the steps on the Flow Chart, the identity and health information of the employee will be confidential and aid in decreasing the chance of spreading COVID-19.

2. What should I do if someone living in my immediate household tests positive for COVID-19?

Notify immediate supervisor and the CBO. The circumstances will be confidentially reviewed with the FCSS School Nurse and the employee will, in most cases, be asked to quarantine for 10 days.

3. What if a person in my immediate household has been exposed to COVID-19 and directed to quarantine for 10 days? What should I do?

If the person living in your immediate household is not showing any symptoms of COVID-19, the KJUHS D employee may continue to report to work. If the person living in immediate household begins to show signs of COVID-19, consult with medical provider and notify immediate supervisor who will consult with the CBO and FCSS School Nurse.

4. Do I need to quarantine for 10 days when I return from out-of-state travel?

No, there is no longer an isolation requirement when travelling state-to-state; however, when an employee travels outside of the country, the employee may need to self-isolate for 10 days and be symptom-free before returning to work.

5. What should I do if I see someone in a common area or walking around a KJUHS D school site or department without a face covering?

Confidently, with mutual respect, civility, courtesy and orderly conduct among district employees, you may ask the person to wear a face covering. If an employee is not comfortable addressing the matter directly with their co-worker, they are highly encouraged to share their observation with their immediate supervisor. The employee's immediate supervisor is then expected to work with the co-

6. I have a note from my doctor that states I cannot wear a mask. What should I do?

Contact the CBO at (559) 897-7721, ext. 2306. The CBO will initiate the Interactive Process to address work restriction in an effort to determine if there is a reasonable accommodation.

7. What happens if I am exposed to, or taken ill by, COVID-19? What leave do I use?

Employee sick leave provisions will be in accordance with the Families First Coronavirus Response Act, and/or new or existing statutory regulations, Board Policy, Administrative Regulation and/or the KJUHS D/KJUSDTA collective bargaining agreement, whichever is most beneficial to the District employees.

8. Will I be expected to return to work if I have an underlying health condition?

If employee has an underlying medical condition, they must provide medical certification to the CBO who will then trigger the Interactive Process to determine if there is a reasonable accommodation.

9. I am 65+ years of age and am expected to report to work. What do I do?

Communicate directly with your immediate supervisor, who will work in conjunction with the CBO to discuss available options if you have concerns with reporting back to work.

10. What if my child's school does not reopen and I have ongoing childcare needs, what do I do?

Contact the CBO to review possible leave entitlements.

11. What does a contact tracer do?

Contact tracing is a process used by the public health department to slow the spread of infectious disease. A contact tracer helps identify people who may have had close contact with a COVID-19 positive patient and gives close contacts information on how to get care and treatment, and how to self-isolate if needed.

12. How will KJUHSD protect my HIPPA rights and confidentiality should I test positive for COVID-19?

By following the steps outlined on the COVID-19 Positive Response Process for KJUHSD Employees Flow Chart, only those persons who need to know will be informed. These individuals are trained to respond quickly and confidentially to protect you and those who may have been in contact with you.

COVID-19 SAFETY PLAN ACKNOWLEDGEMENT

With the current COVID-19 pandemic in our environment for the foreseeable future, all employees must review and abide by new standards and protocols upon their return to work. As the situation evolves, appropriate adjustments may be implemented.

In an effort to ensure the health and safety of our staff, all employees will be expected to follow the KJUHSD Covid-19 Standard and Protocol, including, but not limited to:

- Conduct daily self-certification health screening
- Wear face covering in accordance with the Face Covering Protocol
- Maintain a minimum of six feet of physical distancing in accordance with the Social Distancing Protocol
- Practice frequent hand washing (with soap and water for a minimum of 20 seconds)
- Avoid touching eyes, nose, and mouth
- Practice respiratory etiquette
- When feeling ill, and displaying signs of flu-like symptoms, stay home and notify your supervisor

In addition, should I test positive for COVID-19, I will immediately follow the steps as specified on the COVID-19 Positive Response Process for KJUHSD Employees Flow Chart and notify my immediate supervisor and the CBO.

*******ACKNOWLEDGEMENT*******

I certify that I have read the KJUHSD COVID-19 Safety Plan acknowledgement in its entirety. My signature below signifies that I acknowledge and understand its contents and will abide by the established standards and protocols.

Print Name

Site/Department

Signature

Date

APPENDIX A : MINIMUM CRITERIA FOR RETURN TO WORK

Employees

Minimum Criteria for Return to Work

(As of June 7, 2020)

<p>Symptomatic Positive Employees with symptoms who are laboratory confirmed to have COVID-19</p>	<p>At least 1 days (24 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, at least 10 days have passed since symptoms first appeared.</p>
<p>Asymptomatic Positive Employees who never had symptoms and are laboratory confirmed to have COVID-19</p>	<p>A minimum of 10 days have passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply.</p>
<p>Symptomatic Negative Employees who had symptoms of COVID-19 but test result returned negative</p>	<p>Use the same criteria for return to work as laboratory confirmed cases.</p>
<p>Asymptomatic Negative Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative</p>	<p>Employees should quarantine at home for 10 days after the last known close contact with the case patient. Symptoms can develop even after testing negative within 10 days after exposure. The LHD may consider allowing earlier return to work only for an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.*</p>
<p>Symptomatic Untested Employees who had symptoms of COVID-19 but were not tested</p>	<p>Testing is highly recommended. If the employee cannot be tested, use the same criteria for return to work as laboratory confirmed cases.</p>
<p>Asymptomatic Untested Employees who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms. OR Employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from LHD or healthcare provider, and do not have symptoms.</p>	<p>Employees should be quarantined at home for 10 days after the last known close contact with the case patient. Testing is highly recommended; if testing has not occurred, the LHD may consider allowing an employee who had close contact to a confirmed case to continue to work only in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.* Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work should be used as laboratory-confirmed cases.</p>

APPENDIX B: COVID-19 GUIDANCE CHECKLIST

Next Page

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives

Date: February 1, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Kingsburg Joint Union High School District

Number of schools: **3**

Enrollment: **1191**

Superintendent (or equivalent) Name: **Mr. Don Shoemaker**

Address: **1900 18th Ave.**

Kingsburg, CA 93631

Phone Number: **(559)897-7721**

Email:

dshoemaker@kingsburghigh.com

County: **Fresno**

Current Tier: **Purple**

(please indicate Purple, Red, Orange or Yellow)

Grade Level (check all that apply)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

Type of LEA: **Public - High School**

1st 4th 7th 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is: K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in **ALL TIERS**:

I, **Superintendent Don Shoemaker**, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: **6 feet or more**

Minimum: **6 feet**. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

☒ Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

☒ Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

10% of Staff will be tested monthly as directed by FCDPH

☒ Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results.

☒ Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

☒ Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

☒ Local Health Officer Approval: The Local Health Officer, for Fresno County **Dr. Rais Vohra, MD**. Fresno County has certified and approved the CSP/COVID-19 School Reopening Notification (SRN) on this date: **October 15, 2020**. If more than 7 business days have passed since the submission without input from the LHO, the CSP/COVID-19 SRN shall be deemed approved.

Additional Resources:

[KJUHSd Covid-19 Resources](#)
<http://kjuhsd.com/covid-19-resources/>
[Guidance on](#)
[Schools Safe](#)
[Schools for All Hub](#)